

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 12 February 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number Seven, Week of 5 - 11 February 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 5 February there were [ ] people in Clerical Induction Training.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [ ] people for the week of 5 February.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 5 February were as follows:

25X1

	Tested	Qualified
Shorthand	[ ]	
Typewriting		

25X1

4. Clerical Refresher #66 Begins. Clerical Refresher #66 began on Monday, 11 February with [ ] students enrolled from the following Agency components: DDP, [ ] DDS, [ ] DDI, [ ]

25X1

25X1

[ ]

25X1

OTR/CT:MAH:jdm (12 February 1957)